



# SHANU KP

## ADMINISTRATIVE ASSISTANT

### WORK EXPERIENCE:

#### ACCOUNTS CUM HR ASSISTANT

##### *Faba Agencies(2019-2021)*

- .Prepare reports on accounts payable and accounts receivable.
- .Generate client billings for various projects.
- . Process the payable invoices weekly.
- .Review the details provided by the managers, distribute the payments and edit the billings.
- .Answers the telephone, relays messages, and maintains equipment and supplies.
- .Provides payroll information by collecting time and attendance records.
- .Maintains employee information by entering and updating employment and status-change data.

#### SALES EXECUTIVE

##### *Reliance Trends (2017-2019)*



- .Maintaining accurate records.
- .Meeting with clients virtually or during sales visits.
- .Demonstrating and presenting products.
- .Establishing new business.
- .Reviewing sales performance.
- .Negotiating contracts and packages

#### OFFICE CLERK

##### *LIFE INSURANCE CORPORATION (2016-2017)*



- .Filing.
- .Projects such as gathering information by phone, letter, email or in person.
- .Recording and updating databases.
- .Photocopying and scanning documents.
- .Sorting and handing out post.
- .Supporting the reception desk

### ACADEMIC BACKGROUND:

#### KANNUR UNIVERSITY, INDIA

##### *Bachelor of Commerce*

Specialized in Co-operation

### PROFILE SUMMARY:

I am a well experienced accounts executive with robust problem solving skills and proven experience in similar position over 3 years

### SKILLS & EXPERTISE:

Team Work  
Customer Relation  
Marketing skill  
Planning for Long-Term Goals  
Logistics Management & Control  
Social Media Marketing Expert  
Ability to think strategically  
Public Relation  
Sales & Marketing  
Accounting Expert  
Financial Analyst and Reporting  
Efficiency in operations  
Self Motivated

### IT SKILLS

Tally ERP 9  
Microsoft Office (Word,  
Excel (Advance))

### PERSONAL DETAILS

Date of birth : 23-10-1995  
Passport Number : M7280519  
Nationality :Indian  
Languages Known : English, Hindi, and Malayalam  
Visa status : Visit visa  
Expiry : 10-03-2022

### CONTACT INFORMATION:

Phone: +971 502527240  
Email: shanukp147@gmail.com  
LinkedIn: @shanukp147